

“One-Off” Drone Survey Requesting Procedure

Sign Off					
Document Number		SYF-PR-001		Version	2.0
Reviewer	Date	Name	Signed	Role	
Author	16/07/21	Helen Allatt	<i>Signed in IMS</i>	SHE Advisor	
Checker	16/07/21	David John	<i>Not signed in IMS</i>	Director of Sites	
Approved	16/07/21	Sally Ford	<i>Signed in IMS</i>	Director of Resilience and Risk	

Version History		
Version	Date	Purpose of Issue
1.0	12/06/20	Initial issue
2.0	13/07/21	Updated to reflect change of site access system from Gateway

All changes to this revision of the document are denoted by a line down the right-hand side of the applicable paragraph.

Table of Contents

1	Standard Reference.....	3
2	Purpose.....	3
3	Scope.....	3
4	Overview.....	3
5	Roles and Responsibilities	3
6	Procedure.....	3
	6.1 Completing the request.....	4
7	Outputs from the Procedure	5
	7.1 Drone Survey Video File.....	5
	7.2 Drone Survey – Data Unavailable Form.....	5
	7.3 One-off Survey Tracker.....	5
8	Related Documents.....	5
9	Definitions and Abbreviations	6
Appendix A	High Level Process Flow	7

1 Standard Reference

The applicability of standards for this document is listed in the IMS document register, QY-FT-012.

2 Purpose

The purpose of this document is to outline the procedure for requesting permission to conduct a drone survey on a “One-Off” basis at an Arqiva site. If the Drone Company performing the site survey is likely to be used for other locations, then they should be accredited in the site access system as a trusted contractor and should not use this procedure.

3 Scope

This document covers the steps required in order obtain permission to conduct a “one- off” drone survey on an Arqiva site. It does not include: -

- The vendor bidding process/negotiations
- The procedure for third parties gaining access to an Arqiva site.
- Any additional vetting requirements other than those laid down within this procedure

4 Overview

The use of drones, both for private and commercial use has increased significantly over the last few years and there is now increasing demand for their use in surveying Arqiva locations.

This presents several concerns related to the unrestricted use of drones on our sites and the potential damage to property and transmitters. It also raises issues around the potential for privacy and data protection breaches.

SYF-SD-002 Drone Usage on Arqiva Sites Standard details the rules around allowing drones to overfly Arqiva Sites without written permission. This procedure details the steps required for the authorisation and tracking of their use for surveying Arqiva sites.

5 Roles and Responsibilities

Requester – The Department/Vendor requiring the survey to be performed.

Drone Company – Perform the aerial survey

Pilot – The onsite drone operator

SHE – Request review and approval

6 Procedure

All requests for drone surveys on Arqiva sites must be reviewed and authorised by SHE prior to the event taking place. It is the responsibility of the requester to ensure that they allow sufficient time for their request and all associated documentation, to be reviewed and authorised before the survey date.

To ensure that the survey request is reviewed and approved in the most timely and efficient manner, the requester should complete SHE-FT-011 Site Access Accreditation – One Off Permit - Form and ensure that they provide SHE with all the information laid out in the procedure below: -

6.1 Completing the request

To ensure that all requests are turned around in a timely manner, it is important that the Requester provides as much detail as possible. To this end, the procedures below detail not only the individual steps required to obtain approval, but also the level and detail of the information required.

Please Note: responding “N” to any of the questions detailed in the procedure, or failing to attach all the relevant documentation, will delay the approval process and could result in the request being rejected.

1. Input the date of the request, the name of the Requester and the department or vendor who require the survey to be performed.
2. Enter the proposed survey date.

Note: *It is the responsibility of the Requester to ensure that they allow enough time for the review/authorisation process to be completed prior to the proposed survey date.*

3. Provide details regarding the site location where the drone survey will take place.

Note: *SHE will only approve applications on a site by site basis. Single requests, covering multiple locations, will not be approved.*

4. State the reason for the survey; Please provide as much detail as possible regarding why the survey must take place, including what will be done with the data obtained.

Note: *Any data gathered by the drone during the survey will remain the property of Arqiva and as such, should be treated as highly confidential. It should not be shared in the public domain, or on social media, without the express written permission of Arqiva.*

5. State whether the Drone company/Pilot have CAA permission to operate drones in a commercial environment and that they are included in the “Alphabetical listing of Small Unmanned Aircraft (SUA) operators holding a valid CAA permission (CAP1361) under Air Navigation Order 2016 articles 94(5) and 95(1). **The list is updated quarterly, use the link below to obtain the latest version:** - <https://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=7078>

6. Confirm that the drone company/pilot have the appropriate level of insurance cover. Provide a copy of the relevant insurance certificates.

Note: *Arqiva does not accept liability for injury to third parties or damage to their equipment.*

7. Please provide evidence that the pilot who is to perform the survey, has been security vetted in-line with BS7858.
8. Provide any information you have regarding the pilots’ competence/experience with regards to piloting drones. These can include CVs, customer testimonials and details regarding previous work undertaken.
9. Provide full details regarding the scope of the work to be undertaken. This should include, the duration of the survey and the size of the flying zone, along with how it will be demarcated and controlled
10. Provide details and evidence that any of the potential technical issues associated with the survey of high-powered transmission equipment; which could negatively impact on the operability of the drone, have been fully considered and where necessary, mitigated. (e.g. The potential impact of RF transmissions).

7 Outputs from the Procedure

7.1 Drone Survey Video File

Within 5 working days of the successful completion of the site drone survey, the Requester must provide SHE with a copy of any video data obtained during the survey.

7.2 Drone Survey – Data Unavailable Form

In the event of either; the survey completing successfully, but for some reason the video file is unavailable, or the survey not completing at all. The Requester, must within 5 working days, document the justification and submit it to SHE for review/approval.

7.3 One-off Survey Tracker

SHE will maintain a record of all one-off drone survey requests in the One Off Survey Tracking Sheet. Drone surveys conducted by trusted contractors do not need to be tracked in this manner.

Reference	Title/Description	Location Held	Storage Medium		Retention Period	
			Electronic (E)	Hard Copy (H)	Years (Y)	Months (M)
N/A	Drone Survey video file		E			
N/A	Drone Survey Data Unavailable Record	SP	E			
SHE-FT-011	One Off Permit Request	SP	E			

* It may be specified in the contract that Hard copies are required to be kept alongside other requirements, e.g. financial records should be kept for 7 years in HC.

8 Related Documents

Document No:	Document Title:
SYF-SD-002	Operation of Drones on Arqiva Sites Standard
SHE-FT-011	Site Access Accreditation – One Off permit - Form

9 Definitions and Abbreviations

This section should define any words, phrases, items, acronyms and abbreviations that apply specifically to this document.

Item	Description
ANO 2016	Air Navigation Order 2016. List of companies/individuals approved to operate drones in a commercial environment
CAA	Civil Aviation Authority
RF	Radio frequency
SHE	Safety, Health & Environment
SUA Operators	Small Unmanned Aircraft Operators

Appendix A High Level Process Flow

